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Approved For Release 2002/08/28 : CIA-RDP71B00185A000100040053-1

OEL 1023/65

30 JUL 1965

MEMORANDUM FOR: Deputy Assistant Director for Intercept
Operations, OEL
Deputy Assistant Director for Systems &
Development, OEL
Chief, Operations Division, OEL
Chief, Air Systems Division, OEL
Chief, Ground Systems Division, OEL
Chief, Analysis Division, OEL

SUBJECT: Cost Savings

1. The Executive Director-Comptroller has informed us that we must be prepared to periodically identify savings in our day-to-day operations. He cited as examples, reduction in newspaper and periodical subscriptions, reduced travel, reduced printing, etc.

2. It is requested that you provide the Executive Officer your recommendations for dollar savings by COB, 6 August 1965. It is intended that you consider OEL in its entirety in making your recommendations.

3. The Executive Officer will consolidate the recommendations and provide them to me for appropriate action.

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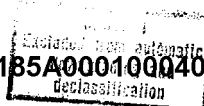
Assistant Director for ELINT
DD/S&T

Distribution:
1 - each addressee
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ah:6911 (30 July 65)



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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP											
TO	NAME AND ADDRESS						DATE		INITIALS		
1	DAD/S&D/OEL						7/30		<i>[Signature]</i>		
2											
3											
4											
5											
6											
ACTION				DIRECT REPLY				PREPARE REPLY			
APPROVAL				DISPATCH				RECOMMENDATION			
COMMENT				FILE				RETURN			
CONCURRENCE				INFORMATION				SIGNATURE			
Remarks: <i>See - Not due date for reports in 6 Aug - I would like to have reports by COB 5 Aug. F.U. done 8/5/65</i>											
HOLD HERE TO RETURN TO SENDER											
FROM: NAME, ADDRESS AND PHONE NO.										DATE	
30 JUL 1965											
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